



**PARKS & RECREATION ADVISORY COMMISSION
MINUTES
August 4, 2005**

Attendees:

Parks and Recreation Advisory Commission Members

		Committee Membership
Lynn Crump, Chair	School Board	Capital Projects Committee, Outreach Greenways Advocacy Committee
Bob Terrell	Dale District	Chair, Athletics Activities Committee Capital Projects Committee, Background Checks Committee
Jack Griffin	Bermuda District	Capital Projects Committee, Athletics Activities Committee, Background Checks Committee
Tim Mick	Bermuda District	Chair, Capital Projects Committee Budget Committee, Chair, Background Check Committee
Frank McDavid	Clover Hill District	Chair, Outreach and Greenways Advocacy Committee
Earl Gee	Matoaca District	Budget Committee Athletics Activities Committee
Tim Russell	Matoaca District	Budget Committee Athletics Activities Committee, Background Checks Committee
Ron Maxey	Midlothian District	Capital Projects Committee
Hadi YazdanPanah	Midlothian District	Outreach and Greenways Advocacy Committee, Athletics Activities Committee, Background Checks Committee

Absent:

Dennis Harding, Vice Chair	Dale District	Athletics Activities Committee
Vacant	Clover Hill District	

Parks and Recreation Staff

Mike Golden, Director, Liaison Budget and Capital Projects Committees
 Lynell McClinton, Chief of Finance, Liaison Budget and Capital Projects Committees
 Phil Innis, Assistant Director, Liaison Athletic Activities and Capital Projects Committees and
 Background Checks Committee

Bruce Dove, Assistant Director, Liaison Athletic Activities and Capital Projects Committees
 Mark Askin, Chief of Parks, Liaison Capital Projects Committee
 Stuart Connock, Jr., Chief of Parks Design and Construction, Liaison Capital Projects and Outreach and Greenways Advocacy Committees
 Bill Carlson, Athletics Manager, Liaison Athletic Activities Committee and Capital Projects Committee
 Dave Caras, Liaison Outreach and Greenways Advocacy Committee
 Rebecca J Parker, CPS/CAP, Secretary

2005 Standing Committees

Budget	Capital Projects	Athletics Activities	Background Checks	Outreach and Greenways
Chair Vacant	Tim Mick, Chair	Bob Terrell, Chair	Tim Mick, Chair	Frank McDavid, Chair
Tim Mick	Bob Terrell	Dennis Harding	Bob Terrell	Lynn Crump
Earl Gee	Lynn Crump	Tim Russell	Tim Russell	Hadi YazdanPanah
Tim Russell	Jack Griffin	Jack Griffin	Jack Griffin	
	Ron Maxey	Hadi YazdanPanah	Hadi YazdanPanah	
		Earl Gee		

Speakers on Scheduled and Unscheduled Matters

Brenda Winn	GIG
Clarence Adams	Chalkely Athletic Association
Mary Guthrie	Concerned Parent Re: Leash Law at Robious
Renee Oliva	Chesterfield Little League (CLL)
Peggy Booth	Central Chesterfield Little League (CCLL)
Randy Carrington	Huguenot Little League (HLL)
Greg Curtis	Chesterfield Youth Softball Association (CYSA)
Steve Sobrito	Chesterfield Baseball Club (CBC)
Karen Pusey	Miracle League
Mike Hairfield	Commissioner, Chesterfield Quarterback League (CQL)
Lou Lipa	Metro Youth Sports

I. Chair, Lynn Crump called the meeting to order at 7:00 p.m.

II. Invocation:

Lynn Crump gave thanks for the assembled group as they consider all issues including fall season issues. She asked for wisdom and understanding for Commission members as they make decisions that serve the best interest of the citizens of Chesterfield County.

III. Approval of Minutes:

Bob Terrell made a motion to approve the minutes from May 5, 2005, as written and Frank McDavid seconded the motion. There was no further discussion. The motion passed with the unanimous vote of all members present.

IV. Changes to Agenda: None

V. Parks and Recreation Director's Remarks:

Mike Golden reported that Terry Minor, Clover Hill District Advisory Commission representative submitted her letter of resignation on June 29, 2005. Terry's input and guidance was an asset to the Commission. Her many contributions to the citizens of Chesterfield County will be recognized at the **September 21, 2005, County Board of Supervisors' meeting, at 4:00 p.m.** Mike invited members to provide input on Terry's resolution and to attend the recognition ceremony. A representative to fill this vacancy should be selected by the October 6 meeting.

Terry Minor wrote Mike and asked him to update the Commission about the progress of the American Legion Post 186 Team coached by Richard Worcester. They won the local championship and have been in Danville for the State Tournament. Richard's team won the first two games. One more win and they will be in the Championship game on Friday. The next level is state Champions and then on to Las Vegas.

Mike Hairfield, commissioner of CQL asked Mike Golden to discuss the recent recognition from the Board of Supervisors for NFL Pro-Bowl Players from Chesterfield. At the March PRAC meeting, Mike Hairfield had discussed the opportunity to recognize three CQL alumni that participated in the NFL Pro-Bowl, William Henderson, from Wells Athletic Association; James Farrior from Matoaca Youth Athletics and Rudi Johnson of Ettrick Youth Sports. Mike said that the Board recognized the players and CQL at the July 27, 2005, Board meeting. Mike said that the families of the three players were invited and two families were able to attend. Pictures were distributed to Board members.

VI. Committee Reports:

Budget Committee:

Lynn noted that Terry Minor was the former chair of this Committee and asked the Budget Committee to meet in the next month and elect a chair.

Tim Mick advised that he had met with Mike Golden, Bill Carlson and an insurance representative on July 18, 2005. They discussed a standard insurance policy for all leagues. Tim said some players pay insurance fees multiple times if they play in multiple leagues. Currently, data is being collected and reviewed. They plan to share the findings with the leagues. Mike Golden said he talked with County Risk Management and they suggested that some limited savings and consistency might be realized if a single third-party agency was selected for insurance.

Tim Mick asked league representatives to send Mike Golden their league insurance information - if they were satisfied with the insurance arrangements they currently had. Lynn asked league representatives that were not satisfied or chose not to send their information to Mike Golden, to send a note stating they had received the request, for follow-up purposes.

Capital Projects Committee

Tim Mick reported that the committee had multiple meetings during the break and last met on June 30, 2005, to discuss the *Policy for Construction in Existing Parks and School Sites*. Stuart Connock, Jr. advised that a draft of this policy would be finalized at the next committee meeting on August 25 and given to PRAC for review/approval on September 1. The approved policy will be placed in the Sports Manual.

Stuart Connock also said that during the June meeting the mobile concession trailer specifications were finalized and bids should be out shortly.

Athletic Activities Committee:

Chair, Bob Terrell reported that the committee met and discussed the following issues:

- New policy for Use of Fields by Non-cosponsored Organizations

Bob said that a number of groups do not have co-sponsored status, such as AAU and home school groups. The County is working to develop methods - within budget limitations, to include these groups. Bill Carlson distributed the following information about the proposed Category D Co-sponsorship. The fundamental purpose of Category D Co-sponsorship is to provide athletic groups that do not fit into a specific co-sponsored status the ability to use athletic facilities in Chesterfield County. Parks and Recreation will assist these groups as much as possible -- in accordance with Department policies and procedures. The following information was distributed to Commission members:

The following groups should seek this status with Parks and Recreation:

- a. Home School Groups
- b. AAU or USSSA Athletic Teams
- c. American Legion Athletic Teams

Specific Procedures and Responsibilities for Category D:

1. A yearly co-sponsorship form and clearly state their purpose for the upcoming calendar year
2. An approved copy of organizational bylaws and board of directors (if applicable). shall be submitted to Department Director.
3. Groups must be community-service oriented, organized for not-for-profit purposes and their purpose must be supportive of the mission of the Parks and Recreation Department.
4. Coaches, assistant coaches, instructors and organizational officers/directors will be required to complete a Chesterfield County National Background Check and hold an approved Athletic Volunteer Eligibility (background check)Card.

5. Youth organizations must verify an 85% county resident requirement.
6. Adult organizations must verify a 65% county resident requirement.
7. For all new groups, a six-month waiting period may be required before services may be available.
8. Groups must turn in team rosters and pay non-resident fees if applicable.
9. Groups and organizations must comply with Department policies and procedures.

County Responsibilities for Category D:

The Department will assist Category D groups with County facilities when they are available. Facility or maintenance fees may be charged depending on usage. The activity period process will not be used for Category D groups. AAU or USSSA youth organizations who register through their co-sponsored league will be given priority over rental groups for facilities based upon field availability from co-sponsored leagues.

The County will consider all other user groups who do not fit into this category as rental organizations or groups required to follow rental policies and procedures and charged according to the Department fee schedule.

Phil Innis requested there be a public hearing in September or October to advise the leagues about Category D and provide them with the opportunity to give their input on this issue.

Lynn asked if the new Category D Co-sponsorship would help with the issues discussed at previous PRAC meetings about unorganized soccer groups tearing up the fields. Phil said this policy would only help to address the problem associated with groups that had some type of organization.

- **Freedom of Information Act (FOIA)**

Bob Terrell discussed the issue of maintaining the confidentiality of information submitted by the leagues and associations. The Parks and Recreation Department does not need all the information submitted by some of the organizations and would currently be required to give this information out under the FOIA. Bob suggested that only the specific information required by Parks and Recreation be submitted. Chesterfield County requires that organizations provide to the County a list of league rosters from athletic leagues so that Parks and Recreation can verify the number of participants in their programs. The County uses this information to develop field assignments for athletic leagues and to develop long-term facility master plans to provide athletic fields for league play. Bill Carlson distributed the following information and said that the two options would be an effective way to protect all the identifying information.

A. Include the following paragraph on each and every participant application form/roster that will be submitted to Parks and Recreation:

The Parks and Recreation Department of the County must disclose certain identifying information about children's participation in youth athletic programs unless the parent or guardian requests in writing that such information not be disclosed. The County treats the signature of the parent or guardian on this

application to be a request in writing that certain identifying information about the child not be disclosed.

Including this will avoid having each parent submit a request individually.

B. A cosponsored group may also have the option to submit participants' names and school district as the roster to Parks and Recreation- thus not providing any personal information for public use.

- **Hall of Fame Nominees**

Mike Golden advised that recognition of the *Hall of Fame Nominees* is scheduled for the **August 24, 2005, County Board of Supervisors** meeting, at 7:00 p.m.

Outreach and Greenways Advocacy Committee

Chair, Frank McDavid said the Committee did not meet, but he addressed his committee agenda items.

- **Status on Trails' Effort at The Government Center**

Frank asked Stuart Connock, Jr. to give an update on the Trails. Stuart advised that building of the trails would begin next week.

- **Meeting with the Neighboring Advisory Commissions**

Henrico County Update:

Frank advised that the Henrico County Recreation and Parks Commission's agenda and minutes had been received and distributed. Frank proposed that in the future these documents be e-mailed in the PDF format to Chesterfield's Advisory Commission members. If any member is not able to open a PDF format he asked that they advise Becky so that these documents can be distributed to them by another method.

Frank reported that by mutual agreement with Henrico Recreation and Parks Advisory Commission, the outreach would not be extended beyond Henrico until after a *working model* is developed.

Henrico and Chesterfield are moving toward planning a social event at the end of the year. Any members that wish to attend Henrico's meetings should do so. Their meetings are held year round the night before Chesterfield's Advisory Commission meetings. Henrico's meetings use a round table setup and their parks and recreation staff is not present at all the meetings.

VII. Hearing of Citizens on Unscheduled Matters

Brenda Winn, Greenways Infrastructure Committee (GIG)

Ms. Winn updated the Commission and said the importance of greenways is increasing and encompasses more than just trails. Greenways have recently been in the news. An East Coast Greenway from Maine to Florida will include a segment through Chesterfield County. On a state level, three trails are in the news: a groundbreaking ceremony was held for the Virginia Capital Trail going from Richmond to Williamsburg and Jamestown; an 1800's Tunnel Trail in Charlottesville and another trail is planned from Burkeville to Farmville that is a rails-to-trails effort. Closer to home, the

Government Center Trails' groundbreaking will take place, as Stuart mentioned earlier. Ms. Winn also discussed the Oak Lake Greenway at the Richmond Indoor Soccer Experience (RISE).

Ms. Winn pointed out that trails increase property value, quality of life and connectivity. The Committee on the Future selected Greenways as the topic of a year-long study. A report will be given on August 10, at 5:30 p.m.

A general GIG membership meeting will be held at Chesterfield Central Library on October 26, at 7:00 p.m.

Frank confirmed that the 501c.3 status was a goal for GIG since grant money was available providing an organization had this status.

Lynn recommended that the Committee on the Future give an abbreviated version of their presentation at a future PRAC meeting. **Tim Russell made a motion that an abbreviated version of the Committee on the Future's presentation be made at the September 1, 2005, PRAC meeting. Frank McDavid seconded the motion. There was no further discussion and the motion passed with the unanimous vote of all members present.**

Clarence Adams, Chalkley Athletic Association

Mr. Adams advised that he would contact Mark Askin about installation of a newly acquired scoreboard. He also discussed removal of two backstops that are in the way of their football games. Tim Mick asked if the baseball fields are in the AP system. Mark Askin recommended removal of the hemisphere backstops and installation of a curved fence in the area to make a barrier between the football field and concessions. T-ball could still be played since this would be more of a barrier fence (Clarence coaches T-ball). Tim Mick requested this issue be moved to the Athletic Activities Committee and Mr. Adams be invited to the meeting.

Mark Askin confirmed that the grass would be cut on the practice fields. Clarence also discussed the need for lighted fields later in the season. Mike Hairfield, with CQL said that after football season starts the lighted fields would be available for use.

VIII. Old Business: None

IX. New Business:

Athletic Presentations

Bill Carlson advised that cosponsored organizations that participate in spring/summer sports were invited to PRAC to give a brief presentation and turn in their rosters. Representatives scheduled to speak were as follows:

- Renee Oliva-CLL
- Peggy Booth- CCLL
- Randy Carrington - HLL

- Greg Curtis- CYSA
- Steve Sobrito- CBC

Renee Oliva, President of Chesterfield Little League - CLL

Ms. Oliva said that CLL had 61 teams during spring season consisting of (12) T-Ball, (13) Rookie, (13) Minor, (10) Major, (6) Junior (4) Senior, (1) Big League and (2) Challenger teams (there is no charge for Challenger participants). Challenger is a very successful and growing program. In the fall of last year there were 1,300 children who participated. Registrations for this fall season are now being received. CLL play at Manchester High School, Clover Hill Sports Complex and Bailey Bridge Middle School. Ms. Oliva reported that Senior All-Star Team won District V and proceeded to the state tournament at Virginia Beach where they came in third out of fourteen teams.

Ms. Oliva advised she had a productive meeting with Mark Askin about league safety concerns. Mark is in the process of addressing these concerns.

Peggy Booth- President, Central Chesterfield Little League –CCLL

Ms. Booth said she had been on the CCLL Board since 1993. She advised that at last count a total of 844 participants made up 72 teams ranging in age 5-18 years old. CCLL teams have gone to several All Stars, representing Chesterfield at state and world. They predominately play at Harry G. Daniel Park at Iron Bridge, Bird Complex, R. Garland Dodd at Point of Rock and Harrowgate.

Ms. Booth discussed the leagues concerns:

- CCLL's biggest concern is field time.
- Need for lighted fields
- Dugout covers
- Repair of the septic system on Field 2 at Harry G. Daniel Park at Iron Bridge Park.

Ron Maxey asked if there was any interest in fast pitch softball teams with CCLL. Ms. Booth advised that interest declined and CCLL refers any fast pitch participants to Huguenot Little League.

Randy Carrington –Board of Directors Huguenot Little League- HLL

Mr. Carrington said HLL had a total of 938 registered participants for the spring season. HLL divides players into two groups, Baseball and Softball. The Baseball division has (11) T-Ball, (14) Slow Pitch (12) Minor (14) Major (8) Juniors and (2) Senior teams. The Softball division has (3) Minor, (3) Major and (3) combined Junior/Senior teams. HLL also has fourteen kids that participate in the Challenge program at no charge. HLL funded the Challenge teams' travel expenses to the International Tournament at Virginia Beach. HLL plays at the Robious, Greenfield Elementary, Bon Air Elementary, and Crestwood Elementary School. Mr. Carrington reported there were very few injuries this year.

Mr. Carrington discussed the League's concerns:

- Drainage problem at Robious - dugouts on senior and AAA fields flood.
- Replace Fencing
- Parking lot at Robious Elementary needs to be re-stripped

- Kickball players are tearing up infields

Greg Curtis – President, Chesterfield Youth Softball Association -CYSA

Mr. Curtis advised he has been involved in CYSA since 1980. There are 151 teams, 94 Slow-pitch and the rest are fast pitch. He said this has been a very good season. Changes this year include enforcement of background checks policy and conduct rules.

Mr. Curtis discussed League concerns:

- Parking in the grass at Bird and driving across the sidewalk with kids in the area
- Bird Complex pitchers mound and home plate have 6” holes
- At Bird there is a problem with kids on skateboards, scooters and bicycles running into pedestrians.
- Break-ins at concession stands
- Salem Church and Chester Red Cross do not have home plates or benches for kids to use.

Mr. Curtis said this year's opening day was very successful with kids staying much longer at the event. He also thanked Susie Owens and Bill Carlson for their assistance over the years.

Steve Sobrito – Vice President- Chesterfield Baseball Club (CBC)

Mr. Sobrito advised there were 268 teams, and a total of 3,500 kids participating in CBC. He thanked Parks and Recreation for a great job. Mr. Sobrito discussed the need for fields for older kids and requested repair of the drain field problems at Harry G. Daniel Park at Iron Bridge. He thanked Parks and Recreation for a great job.

Lynn asked if the Master Plan had taken into account the aging youth population. Mike Golden advised the plan was based upon total population figures.

Bill Carlson confirmed that the Athletics Activities Committee would like him to invite – for a second time, the leagues that had not responded to the first request to report to PRAC.

Miracle League

Ms. Karen Pusey said Miracle League is a national organization that was started in Conyers, Georgia in 1997. Ms. Pusey has started the first chapter in Virginia, established in April. The organization has a 501c.3 status as a non-profit and tax-exempt organization. She stated her objective was to ask Parks and Recreation and the County for a parcel of land or a sponsor for an existing field. The Miracle League reaches out to physically and emotionally challenged youth between the ages of 3 and 19. She said they renovate and construct a field of synthetic cushioned turf that removes the obstacles that these children would encounter on a clay field. In the Richmond area there is a huge demand for this type of field. The Miracle League is an enhancement to existing programs such as the Challenge teams. The goal is to install one field in the Richmond area. This field can also be used by T-Ball and wheelchair bound adults-- it is a multi-purpose field. She said if field/land were donated, Miracle League would do all the fundraising and arrange installation. Their national website is www.miracleLeague.com and her

personal website is www.miracleleagueofrichmond.com. The field is not a regulation field and would require about two-acres with the dimension from home plate to outfield at about 150 feet. She described the surface as asphalt base with synthetic cushioned turf similar to Astro-turf. If a section is damaged, you can remove the damaged section and install a new one. Ms. Pusey stressed how positive the response to Miracle League had been in this area. She said an article would appear in the *Richmond Times Dispatch* on Friday, August 5. Ms. Pusey said a letter of intent from Parks and Recreation is sufficient to move forward. Lynn said the DVD provided by Ms. Pusey would be shared with Commission members.

Mike Golden said that it would first be necessary to find a volunteer organization to administer the program. One possibility is that an existing league could adopt this program and take it forward. Greg Curtis said CYSA had inquired about this program months ago. Renee Oliva with CLL advised a very accessible field might be available at Bailey Bridge Middle School in the location where trailers were removed. Lynn said that in order to find a support group and identify a location she would ask that this issue be added to the agenda of two PRAC committees, the Capital Projects Committee -- to identify a location and the Athletics Committee--to locate a sponsor.

Training for Concession Operators

Phil Innis said the Health Department requires two people to be trained as concession operators before Parks and Recreation can issue a permit. Phil said the Sports Manual would be changed to include this information. Football is the biggest user of permits and Bill Carlson has met with CQL. Training classes are available on August 18 and August 24, from 6-8 p.m., in the multipurpose room in the Smith-Wagner Building located at the Chesterfield County Health Department. The contact is Mr. Sherra at 748-1610.

Background Checks for Youth Sports Officials

Phil Innis advised that representatives from Girls Basketball and Girls Softball Leagues have requested background checks for their officials. Phil asked the Commission to consider if this request was feasible. Lynn said that the Background Checks Committee should be activated to consider this issue. The committee was expanded to include Bob Terrell and Tim Russell. Original members are Chair, Tim Mick, Hadi YazdanPanah, and Jack Griffin.

The committee will develop a timeline and path forward. (Basketball practice begins in November and games begin in January).

Mary Guthrie– Leash Law at Robious Athletic Complex

Mary Guthrie said she mailed letters and photos to all Commission members listed on the County website. Ms. Guthrie described how a very large Boxer- breed dog--while on a leash, at Robious Athletic Complex bit her 4½ year-old-daughter in the face. Ms. Guthrie requested the Advisory Commission review the policy that allows leashed dogs at Robious Athletic Complex and consider banning dogs from this site.

Lynn asked the Athletics Activities Committee to discuss this issue --this month. Lynn also requested that Animal Control be asked to attend the meeting and that Ms. Guthrie be advised so that she can attend.

X. Reports:

- Construction Status Report

Stuart Connock, Jr. distributed the reports for June and July to the Commission and was available for questions.

Stuart also distributed a hard copy of the Capital Improvement Project Budget. The Capital Projects Committee will review this budget at their August 25 meeting.

- Stuart advised that the architectural drawings for the concession stand at Manchester Middle are under development.
- Stuart said that the results of the lighting studies at Betty Weaver have been received.
- Engineering & Design Associates (who specialize in problem septic systems) have reviewed the septic problem on Field 2 at Harry G. Daniel Park at Iron Bridge. Plans are to install a pre-treatment mini-plant. Plans should be ready for submittal to the Health Department next week for approval.
- **Status of Co-sponsored Leagues**

Phil Innis said a report would be made to PRAC in September.

XI. Public Hearing: Fall Field Assignment (Baseball, Football, Soccer, Field Hockey and Lacrosse)

Bill opened the hearing for questions about assignments. After discussions with CLL and Lou Lippa, with Chesterfield Metro, arrangements were made to meet with Bill Carlson and Susie Owens at a later date. There were no further discussions and Lynn closed the public hearing.

The field assignments were approved with the exceptions mentioned, by unanimous vote of all members present.

XII. Recommendation of Agenda Items for Thursday, September 1, 2005:

- Committee on the Future Abbreviated Presentation-September
- Athletic Associations Presentations
- Co-sponsorship Report
- Category D
- Budget Committee to Elect Chair
- Presentation of Capital Projects Construction Policy
- Non-Cosponsored Organizations Policy Finalized
- Hall of Fame Presentations August 24
- Location for PRAC Field Trip in October – Lynn asked Frank McDavid to work with Mike Golden to find a location for the field trip.

XIII. Meeting adjourned at 9:00 p.m.

Minutes submitted by Rebecca J. Parker CPS/CAP

<p>The next meeting will be held on Thursday, September 01, 2005, at the Central Library.</p>
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